



Your Early Help Pathway - Closure

Closure Pack Guidance
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Contents

[Key information](#)

[Explaining the closure to the family](#)

[Family Details](#)

[Closure Summary](#)

[Early Help Outcomes Tool](#)

[Post-Support Action Plan](#)

[What to do next](#)



Key information

The closure pack replaces any existing Early Help closure documentation.

The pack can be completed either by hand, or by using the editable digital version. Where it is appropriate to do so, please try to use the digital version wherever possible.

When using the digital forms, you must use Adobe Acrobat Reader DC to save and complete the form (do not open in your web browser as you may not be able to save). This can be downloaded from <https://get.adobe.com/uk/reader/> Please check with your organisation before downloading any software.

If you have any questions, please speak to your locality Targeted Support Officer and other professionals in your locality networks.

The family may request that certain pieces of information are not shared, please do not capture these on the forms. If the information means that you have concerns that a child or young person has suffered, or is likely to suffer, significant harm please call the MASH.



Explaining the closure to the family

The purpose of completing the closure document is to help you as Lead Professional and the family reflect on progress made, celebrate what has gone well and identify any additional actions that will help the family move forward.

It will summarise the support the family have accessed, and also revisit the triage tool from the original assessment to help the family recognise their achievements and progress.

Speak to as many relevant family members as possible when completing the closure. Please make efforts to involve both parents and any step-parents. This includes parents who are separated. It is especially important to get the views of all parents who are involved in the lives of the children/young people.



Family Details

Run through the left-hand side of the page with the family. Speak to them about what they can expect from the closure process

Complete the family address and contact details section. This should be the main address for the family. If the children live at separate addresses, please add both addresses where possible and identify which child lives at which address. You can use the final page of the closure pack to explain this if you run out of space.

Please fill in the names, date of birth, gender, ethnicity, language and role of all family members living with the children. This is all family members living at the addresses stated, whether they are taking part in the assessment or not

Roles should be described as follows: Child, Mother, Father, Grandmother, Grandfather, Step-Mother, Step-Father, Mother's Partner, Father's Partner, Aunt, Uncle. Any roles not in the dropdown in the electronic form can be typed.

Please list any other significant relatives or family friends not living at the addresses above. These could be other significant people who take a caring role for the children. Including family friends or neighbours for example who look after the children for significant periods of time. These people do not need to be taking part in the closure

Closure Summary

Refer back to the original assessment to complete the Pathway to Change Review sections.

Summarise the support that has been accessed, including names of services, organisations and programmes the family have worked with.

Reference any support that is yet to start for the family. This is important information should the pathway need to be reopened at any point or if issues escalate. Any actions for awaiting referrals should be included in the post-support action plan.

Select the reason for case closure

- **Positive outcome achieved** = Family has made good progress against the plan and are on track to sustain that progress
- **Case escalated** = Case is stepping up to Child In Need or statutory intervention e.g. Child Protection
- **Family moved out of county** = Family no longer live in Warwickshire
- **Family withdrew** = Family decision to withdraw from the process. They have been involved and are part of the closure process
- **Family disengaged** = Lead Professional is unable to engage with family and family is not involved in the closure process
- **Transferred to Adult Services** = Young person is transferring to adult services

Ensure you capture the child, family and professional views on the closure of the Early Help Pathway, including both parents where possible.

Early Help Outcomes Tool

The Early Help Outcomes Tool is the same as the Triage Tool in the Assessment pack

It allows the family the chance to revisit their original Triage Tool with you as the Lead Professional and discuss their progress.

Have a copy of the original Triage Tool to hand, discuss it with the family and together, describe the situation now in the appropriate colour box using the triage guidance as necessary. **Do not transfer any of the original triage information into this outcomes tool.**

Example at assessment

Families are financially stable, appropriately housed, and work ready	<i>Blue</i>	<i>Green</i>	<i>Yellow</i> Family owes 3 months of rent and are at serious risk of repossession action. Tony (dad) has recently lost his job and is struggling to pay rent and credit card debt	<i>Orange</i>
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Example at closure

Families are financially stable, appropriately housed, and work ready	<i>Blue</i> Family are now managing their finances well Tony (dad) is now in full time work and is gradually reducing his credit card debt	<i>Green</i> The family still owe 2 months rent but they are working hard to pay this off. The risk of repossession action has been removed	<i>Yellow</i>	<i>Orange</i>
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Post-Support Action Plan

Here you will identify any actions that the family can complete to help them continue their positive progress

It should also reference support they could access should any concerns arise in the future

What needs to happen next?

Parents and carers feel well-supported, skilled and confident in their parenting

David (dad) and Alice (mum) to act on professional advice given to them by the duty Family Support Worker at the drop-in around routines and boundaries for the children

Family members are free from parental conflict, domestic abuse and violence

David (dad) and Alice (mum) to resolve any conflict between them quickly and in a healthy manner

What to do if you need further support?

Call the Family Support Duty phone line or visit a drop-in

Visit www.warwickshire.gov.uk/children-families/family-relationships

What to do next

After the closure meeting please provide the family with a copy and professionals of the completed closure document. If the Pathway is being monitored by WCC and you have completed the assessment electronically, please save a version of this securely, attach the saved copy to an email and send to:

earlyhelpmonitoring@warwickshire.gov.uk

Early Help Monitoring Team

PLEASE EMAIL THE DIGITAL FORM YOU COMPLETED DIRECTLY TO US. PLEASE DO NOT SEND SCANNED COPIES.

If you have completed a handwritten paper copy, please scan and send to the relevant email address above. **If you do not have a secure email address you must password protect or encrypt before sending.**

For useful Early Help contact details please see the Early Help Contact page on the Warwickshire County Council website:

<https://www.warwickshire.gov.uk/children-families/early-help-warwickshire/3?documentId=820&categoryId=20045>